No. C-653

Page No. 1732

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency

St. Mary's County

Division

Office on Aging --Finance

Description	Retention
General Administrative File	
County General Fund	
in the County's Finance Office reports in summa These files are used as detailed backup.	
State Grants	
Quarterly Performance Reports	
the local office concerning grants awarded, statistics of office activities, etc. These fi	until administrative use is completed, whichever is
	General Administrative File Subject files containing correspondence, printer materials and general reference materials related to the operation of the office. County General Fund Files relating to County budget expendituresincludes budget requests, ledgers, budget amendments, invoices. This information is inclin the County's Finance Office reports in summa These files are used as detailed backup. State Grants Financial reports, budget information, line-ite expenses, and request for funds for each of the grants awarded through state agencies. Quarterly Performance Reports Reports to the State Office on Aging prepared the local office concerning grants awarded, statistics of office activities, etc. These ficontain copies of reports, the originals are fit

Schedule approved by Department, Agency, or Division Representative

10/31/89

Signature Title

Date

ity Archivist

State Archivist

11/6/85 Date

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RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation sheet)

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No. 232

Description	Retention
Federal Grants - RSVP	
Finacial reports, budget information, line-item expenses, and request for fund reports for RSVP program. These files contain detailed back-up information for final reports and annual summaries.	Retain 3 years or until all audits completed, whichever is later. Retain in office 2 years, then transfer to County Records Center& Archives to be held 1 year, thereafter destroy.
Federal Grants - Title III	
Budget information, financial reports, line-item expenses, requests for funds, donations reports and Title III closing information. These files contain detailed backup information for final reports and summaries.	Retain 3 years or until all audits completed, whichever is later. Retain in office 2 years, then transfer to County Records Center & Archives to be held 1 year, thereafter destroy.
SMILE	
Reports relating to three revenue sources containing line-item expenses, budget information, donation reports, financial reports, ledgers. These files contain detailed backup information for final reports.	Retain 3 years or until all audits are completed, whichever is later. Retain in office 2 years, then transfer to County Records Center & Archives to be held 1 year, thereafter destroy.
	To Kara
	Federal Grants - RSVP Finacial reports, budget information, line-item expenses, and request for fund reports for RSVP program. These files contain detailed back-up information for final reports and annual summaries. Federal Grants - Title III Budget information, financial reports, line-item expenses, requests for funds, donations reports and Title III closing information. These files contain detailed backup information for final reports and summaries. SMILE Reports relating to three revenue sources containing line-item expenses, budget information, donation reports, financial reports, ledgers. These files contain detailed backup information for final reports.

SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY				
St. Mary's County	2. DIVISION	n Aging	3. UNIT Finance				
DEFINITION RECORD SERIES	OF RELATED RECORD		AND USED AS A UNIT FOR				
4. RECORD SERIES TITLE General Administrative File	·		5. EARLIEST YEAR/LATEST YEAR Active TO Inactive				
The series series seekiritor (THE SERIES.	INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPIES				
Subject files containing correst related to the operation of the	= =		general reference materials .				
7 DECORD SERVICE FORMATICS	a Propos SERVES						
7. RECORD SERIES FORMAT(S) □ LETTER SIZE □ MICROFILM	8. RECORD SERIES		9. VOLUME XX FILE DRAWER(S)				
RXLEGAL SIZE COMPUTER TAPE	□ NUMERICAL		D MICROFILM REEL(S) COMPUTER TAPE(S)				
BOUND BOOK D FLOPPY DISK	CHRONOLOG	ICAL	NUMBER OTHER(SPECIFY)				
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC						
OTHER(SPECIFY)	OTHER(SPECIFY)		10. ANNUAL ACCUMULATION AR FILE DRAWER(S) .25 D MICROFILM REEL(S) RUMBER D COMPUTER TAPE(S)				
II. FILE IS USED	□ MONTHLY	n	S INACTIVE AFTER				
Garvey Center - Finance office 15. ACCESS RESTRICTIONS PES XR NO (IF YES, CITE LAW(S) & REGULATION(S) 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BEIEFLY AND DESCRIBE ANY HARDBARE/BOFTWARE) PYES XX NO		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) DYES EXNO 16. AUDIT REQUIREMENTS EXNONE D STATE D FEDERAL D INDEPENDENT 18. RECOMMENDED RETENTION Retain 3 years, then destroy. Files should be reviewed periodically and prior to destruction—materials having continuing legal or administrative value should be kept until such value ceases.					
				NAME AND TITLE OF PREPARER	20. TELEPHONE	YUMBER	21. DATE
				Jan Blodgett/County Archivist			. 8/11/89
						•	

INSTRUCTIONS . . TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

DEPARTMENT / AGENCY

St. Mary's County

2. DIVISION

Office on Aging

3. UNIT

Finance

DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

County General Fund

5. EARLIEST YEAR/LATEST YEAR <u>1985</u> **ro** <u>1989</u>

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SEPTES

Files relating to County budget expenditures, Includes budget requests, ledgers, budget amendments, expenditures. This information is included in the County'y Finance Office reports in summary. The files are kept as detailed backup for audits.

7. RECORD SERIES FORMAT(S)

□ LETTER SIZE □ MICROFILM

EXLEGAL SIZE COMPUTER TAPE

BOUND BOOK DILOPPY DISK

AUDIO TAPE U VIDEO TAPE

OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

□ ALPHABETICAL

D NUMERICAL

CHRONOLOGICAL

☐ GEOGRAPHICAL

MXOTHER (SPECIFY) Subject groups 9. VOLUME

FILE DRAWER(S) □ MICROFILM REEL(S)

COMPUTER TAPE(S) NUMBER | OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

XX FILE DRAWER(S)

□ MICROFILM REEL(S)

NUMBER COMPUTER TAPE(S)

OTHER (SPECIFY)

11. FILE IS USED

O DAILY

15. ACCESS RESTRICTIONS

□ WEEKLY

FIXMONTHLY

FILE BECOMES INACTIVE AFTER

NUMBER D MONTH(S)

XX YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Garvey Center - Finance office

O YES ₽ NO (IF YES, CITE LAW(S) & REGULATION(S)

16. AUDIT REQUIREMENTS

O NONE DESTATE O FEDERAL O INDEPENDENT

14. IS RECORD SERIES DUPLICATED ELSEWHERE! (IF YES, SPECIFY AGENCY OR OFFICE)

XX YES D No County Finance office

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN

BRIEFLY AND DESCRIBE ANY MARDBARE SOFTWARE)

TYES T NO

18. RECOMMENDED RETENTION

3 years or until audits completed, whichever is later. Retain current year and one year prior in office, transfer to County Records Center for 2 years or until audits completed.

19. NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

8/11/89

C653 INSTRUCTIONS -- TYPE OR PRINT A DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION REVISED RECORD SERIES, FORWARD 7275 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 275 PAGE 3 OF 7 (DGS 550-1) JESSUP, MARYLAND 20794 DEPARTMENT / AGENCY 2. DIVISION 3. UNIT St. Mary's County Office on Aging Finance DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES 4. RECORD SERIES TITLE 5. EARLIEST YEAR/LATEST YEAR 1985 **TO** 1989 State Grants 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE BERIES Financial reports, budget informaion, line-item expenses, and request for funds reports for each of the grants awarded to the Office on Aging. Grants include Guardianship, Senior Center, Gateway I (Senior Information and Assistance, Gateway II (Senior Coordinated Community Care Program), IN-HICAP. 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME XX FILE DRAWER(S) □ LETTER SIZE □ MICROFILM ALPHABETICAL ☐ MICROFILM REEL(S) M LEGAL SIZE COMPUTER TAPE □ NUMERICAL COMPUTER TAPE(S) NUMBER D OTHER (SPECIFY) BOUND BOOK DIFLOPPY DISK ☐ CHRONOLOGICAL □ AUDIO TAPE □ VIDEO TAPE □ GEOGRAPHICAL 10. ANNUAL ACCUMULATION OTHER(SPECIFY) OTHER(SPECIFY) XX FILE DRAWER(S) □ MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) O OTHER (SPECIEY) 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER DAILY NUMBER YEAR(S) □ WEEKLY □ MONTH(S) XI MONTHLY 13. CURRENT LOCATION(S) (ELDG., FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEWHERE! Garvey Center - Finance Office (IF YES, SPECIFY AGENCY OR OFFICE) TYES EXNO 15. ACCESS RESTRICTIONS D YES \$ XNO 16. AUDIT REQUIREMENTS (IF YES, CITE LAW(S) & REGULATION(S) O NONE XEXSTATE O FEDERAL O INDEPENDENT 17. IS AN INDEX SYSTEM USED! (IF YES.EXPLAIN 18. RECOMMENDED RETENTION BRIEFLY AND DESCRIBE ANY HARDWARE SOFTWARE Retain for three years or until audit is O YES OXX NO completed, whichever is later. Retain current year and 2 years prior in office, then transfer to County Records Center i

20. TELEPHONE NUMBER

(301) 475-7844

for 1 year or until all audits completed.

21. DATE 10, 13.

8/11/89

19. NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist

SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY PAGE 4 OF 7	
DEFARTMENT / AGENCY	2. DIVISION	1200 20794		
St. Mary's County		on Aging	3. UNIT Finance	
DEFINITION - RECORD SERIES - A GROUP			AND USED AS A UNIT FOR	
REFERENC	E AS WELL AS RET	ENTION AND DISPOS	ITION PURPOSES	
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR	
Quarterly Performan& Reports			<u>1981</u> TO <u>1989</u>	
T. INCOME SERVICE DESCRIPTION !	IEPLY DESCRIBE THE THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES;	
Reports to State Office on Agir statistics of office activities originals are filed with the St	s, etc. These fi			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
LETTER SIZE " MICROFILM	D ALPHABETIC	EAL	GAFILE DRAWER(S)	
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Garvey Center - Finance office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) EXYES D NO State Office on Aging		
15. ACCESS RESTRICTIONS TYPE	5 Stano	16. AUDIT REQUI	REMENTS	
(IF YES, CITE LAW(S) & REGULAT	rion(s)			
17. IS AN INDEX SYSTEM USED! (IF		18. RECOMMENDE	D RETENTION	
□ YES XX NO		Retain in offie 2 years or until administrativuse is completed, whichever is later. NOTE: Annual reports to be retained permanently.		
NAME AND TITLE OF PREPARER Jan Blodgett/County Archivist	20. TELEPHONE N (301) 475-7844		21. DATE 8/11/89	

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

8/11/89

Jan Blodgett/County Archivist

19. NAME AND TITLE OF PREPARER

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY PAGE 6 OF 7	
(DGS 550-1)				
DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
St. Mary's County	Office on		Finance AND USED AS A UNIT FOR	
DELIMITION OFFICE	E AS WELL AS RETE			
4. RECORD SERIES TITLE		5. EARLIEST YEAR/LATEST YEAR		
Federal Grants - Title III			1988_ TO 1989_	
Budget information, financial reports and Title III closing i	THE SERIES.	m expenditures,		
for final reports.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
LETTER SIZE D MICROFILM	D ALPHABETIC	:AL	TILE DRAWER(S) MICROFILM REEL(S)	
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O AUDIO TAPE O VIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION	
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Garvey Center - Finance Office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) PYES EXNO		
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE N	(UMBER	21. DATE	
Jan Blodgett/County Archivist			8/,11/.89	

DEFARTMENT OF GENERAL SERVICES EPARATE FORM FOR EACH NEW OR EVISED RECORD SERIES. FORWARD DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD		MENT DIVISION	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 850-1)			PAGE 7 OF
DEFARTMENT/AGENCY	2. DIVISION		3. UNIT
St. Mary's County	Office on A	ging	Finance
	OF RELATED RECORD		AND USED AS A UNIT FOR
4. RECORD SERIES TITLE SMILE			5. EARLIEST YEAR/LATEST YEAR 1988 TO 1989
'IN	THE SERIES.	INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES
Reports relating to three rever donation reports, financial rep information for final reports. Office on Aging.	orts, ledgers.	These files cont	ain the detailed backup
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME
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11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER
DAILY WEEKLY	XX MONTHLY	NUMBER D	MONTH(S) XX YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FL	OOR, ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?	
Garvey Center - Finance Office		(IF YES, SPECIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS TYPES XX NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS	
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□ YES XIX NO		completed, wh	s or until all audits ichever is later Retain in s, then transfer to Records
19. NAME AND TITLE OF PREPARER	20. TELEPHONE N	rumber	21. DATE
Jan Blodgett/County Archivist			8/11/89